

**CITY OF RICHMOND, INDIANA
DEPARTMENT OF METROPOLITAN DEVELOPMENT
50 NORTH 5TH ST.
RICHMOND, IN 47374**

APPLICATION FOR CLASS 1 STRUCTURES BUILDING PERMIT

Location/address of work _____

Name of sub-division _____ Lot Number _____

Permit is for: New commercial _____
 Commercial addition or renovation _____
 Accessory structure _____

Owner of Property _____

Address of Owner _____

City and State _____ Phone _____

Contractor _____

Address of Owner _____

City and State _____ Phone _____

Construction Type _____ Occupancy Classification _____

What is the exact scope of the work being performed? _____

Start Date _____ Estimated Completion Date _____

**PLEASE DO NOT ESTABLISH DEADLINES BASED ON AN ESTIMATED COMPLETION
DATE. WE WILL NOT ALLOW OCCUPANCY UNTIL PROJECT IS COMPLETED.**

Required approvals PRIOR to issuance of Commercial Building Permit

- _____ **Construction Design Release (CDR) from State of Indiana**
- _____ **Copy of Application for Construction Design Release**
- _____ **Complete set of drawings**
- _____ **Authentication Form**
- _____ **Legal description of property**
- _____ **Sewer Tap Permit (obtain from Sanitary District)**
- _____ **Storm Water Permit (obtain from Public Works)**
- _____ **Site Plan (must show proper set-backs)**
- _____ **Aquifer approval (obtain from Planning)**
- _____ **Drainage approval (obtain from Public Works)**
- _____ **Parking approval (obtain from Planning)**
- _____ **Lighting approval (obtain from Planning)**
- _____ **Visual enhancement (obtain from Planning)**
- _____ **Driveway/Curb-cut approval (obtain from Engineering /Public Works/Board of Works)**
- _____ **Sign Package**
- _____ **Aquifer Survey (if in Aquifer District)**

Required Permits

- _____ **Improvement Location Permit**
- _____ **Building Permit**
- _____ **Certificate of Occupancy**
- _____ **Electrical Permit (must be licensed by City of Richmond)**
- _____ **Heating/Air Conditioning Permit (must be licensed by City of Richmond)**
- _____ **Plumbing Permit (must be licensed by State of Indiana)**
- _____ **Fire Alarm**
- _____ **Fire Suppression (i.e. kitchen hood)**
- _____ **Sprinkler Permit**
- _____ **Hood Systems (removal of heat, smoke or grease laden vapors)**

Are there any special circumstances that we should be aware of regarding this project? If yes, please explain.

The total cost for this project excluding sub-contractors work is \$ _____

WE REQUIRE A 24 HOUR ADVANCE NOTICE FOR ALL INSPECTIONS. HOWEVER, IF WE ARE AVAILABLE AND CAN GET THERE SOONER, WE WILL MAKE EVERY EFFORT TO DO SO.

**ALL INSPECTONS MUST BE SCHEDULED THROUGH OUR ADMINISTRATIVE ASSISTANT BY CALLING:
(765) 983-7341**

PLEASE DO NOT SCHEDULE YOUR INSPECTIONS BY LEAVING A VOICE MAIL MESSAGE. YOU WILL NEED TO SPEAK TO SOMEONE TO VERIFY THAT THE TIME YOU ARE REQUESTING IS AVAILABLE.

THE CITY OF RICHMOND DOES NOT HAVE ANY BUILDING CODE REQUIREMENTS OTHER THAN THOSE THAT HAVE BEEN ADOPTED BY THE STATE OF INDIANA.

WE WILL MAKE EVERY ATTEMPT TO MAKE YOUR EXPERIENCE WITH THIS OFFICE AS PLEASANT AS POSSIBLE. THANK YOU AND GOOD LUCK WITH YOUR PROJECT.

Date _____ Applicant Signature _____

Phone - (765) 983-7341

Fax - (765) 962-7024

For additional information about the City of Richmond, please visit our website at:

<http://richmondindiana.gov/>